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**CARS #: 4000**

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**Revised 2/00****PROFILE ID TITLE:** COMMUNITY REINVESTMENT ADMIN**FULL TITLE:** Community Reinvestment (CR) Direct Administration and Indirect -  
Agency Management Support and Overhead (AMSO)**REPORTING INSTRUCTIONS:**

Enter costs, which are reasonable and necessary expenditures for operating the CR program and are not directly related to delivery of services for CR programs. This includes, but is not limited to, activities related to eligibility determination, salary/fringe benefits, operational and indirect costs associated with Agency Management and Overhead (AMSO). Total AMSO costs should be reported to the Local Personnel Master File (LPMF) system to determine appropriate AMSO costs to be reported to this profile.

The agency must have an approved time study methodology such as continuous time study or random moment time study (position description is no longer acceptable) to be used for input into their allocation system. This procedure must meet the federal requirement to allocate overhead costs equitably across all federally and state funded programs that the agency administers.

Administration and AMSO costs are **limited to 15%** of the total expenditures under the CR contract.

Data processing costs associated with the delivery of services to CR participants should be reported on the appropriate program service profiles.

**PROFILE TYPE:** Contract Controlled (F)**EXPENSES ROLL TO THIS PROFILE FROM:** N/A**EXPENSES ROLL FROM THIS PROFILE TO:** N/A**EXPENSES ALLOCATE TO THIS PROFILE FROM:** N/A**EXPENSES ALLOCATE FROM THIS PROFILE TO:** N/A**REIMBURSEMENT %:** 100**PREPAYMENTS:** N/A**LIMITATIONS:** N/A**FEDERAL CATALOG (CFDA) NUMBER:** 93.558, 93.566, 93.596, 93.778, 10.561**DIVISION RESPONSIBLE:** Division of Economic Support